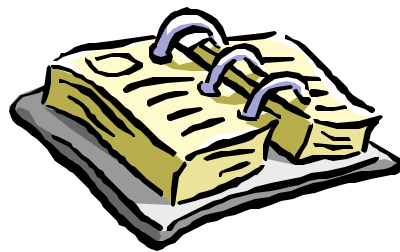




The Pipeline



Committee started looking at it," Dean Crawford said. He's the OTS representative on the Committee.

The Committee learned about the MS Outlook Calendar function with the help of the GOT Enterprise Messaging Team. "I was amazed at the things Jack Goins (GOT) taught us," Crawford said, "Outlook is like a lot of our technology: It's underused."

The GOT Enterprise Messaging Team placed the CFC Staff Calendar on the global address list. The Calendar is an entity on the global address list like any other address on the list.

All CFC staff can view the CFC Staff Calendar, but only the designated staff from each Region and Quality Central can add events, delete events, or modify events. The designated staff will determine the appropriateness of placing an event on the CFC Staff Calendar.

Bake sale raises almost \$100 for Big Brothers Big Sisters

By Anya Armes Weber



The Cabinet for Families and Children raised \$95.25 for Big Brothers Big Sisters at a March 1 bake sale, where the goodies were gone in less than an hour. Thanks to all who made donations in exchange for a snack that day.

If you missed the chance to get a treat last week, you can still help BBBS by sponsoring a bowler at next week's Bowl for Kids Sake.

The Cabinet has 36 teams registered for its Friday, March 15, lane times, so it won't be hard to find someone who could use another sponsor.

It's not too late to sign up your own team. Just call Ebony Mayewski in the Office of Performance Enhancement at 564-0068.

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CFC Staff Calendar: Resolving the Conflicts of Scheduling

The CFC Staff Calendar helps the Cabinet select meeting dates that don't conflict with activities already scheduled for Commissioners, Executive Directors, and Service Region Administrators. The following events are the kinds of events the Cabinet wants placed on the CFC Staff Calendar:

- SRA Meetings
- SRAA Meetings
- Training events involving Commissioners, Executive Directors, SRA's, and SRAA's
- Leadership events, meetings, or activities
- Leadership CQI meetings
- Legislative meetings
- Special events like Employee Recognition days
- Large EAL Sessions
- Kickoffs
- Holidays

The Centralized Calendar Committee owns the CFC Staff Calendar. The committee members are Teresa Suter, Mike Jennings, Gayla Boone, Dawn Pulliam, Debbie Yearly, Donna Britton, Debbie Dever, Jill Darbyshire, and Dean Crawford. The Office of Human Resource Management and the Office of Communications sponsored the committee.

The Committee decided on the Microsoft Outlook Calendar function for the CFC Staff Calendar because it met the Cabinet's needs and it was already available. "I had no idea we could do so much with Outlook until the



Emergency Procedures Available on the Web

In preparation for the spring tornado season, the Finance and Administration Cabinet has moved and updated the emergency procedures intranet Web site that is available for use by all of state government. This site allows state agencies one central location from which all building plans and emergency procedures may be accessed.

The Web address for the site is <http://kygovnet.state.ky.us/finance/emergency/>. This is a secure site and will require the following user ID and password:
the user name: Emrintra
password: Emrews01

Directions for creating a shortcut to this information are available on the Web site. Please report any questions, problems or concerns by clicking on the feedback button at the bottom of the Web page.

The ABCs of EAL



Now that most Cabinet staff members have completed the Everyone a Leader skill-building sessions, it doesn't hurt to have small reminders of the lessons we studied. "The ABCs of EAL" features tips that can help us improve our relationships with coworkers and our service to the families of Kentucky.

This week: E

Empathy is important for good customer service. Do you understand your clients and their needs? Put yourself in their position.



Teresa Suter, OHRM, prepares to take her first sample of chili. (See Col. 2)



Cook-off judges prepare to render their decision

Hot Competition!

By Patricia Boler

Last week's chili cook-off was a great success! CFC raised more than \$180 to help the March of Dimes.

Teresa Suter of the Office for Human Resource Management, General Counsel, Kim Moore, and Mark Neff of the Division of Quality Development served as the judges for this "stirring" event. The winning entries were chosen based on taste, texture and degree of spicy kick. The winner in each category received a certificate for their creative skills. Congrats to the following employees:

Spiciest Chili – David Hecker, Division of Procurement

Thickest Chili – CHR Building Cafeteria

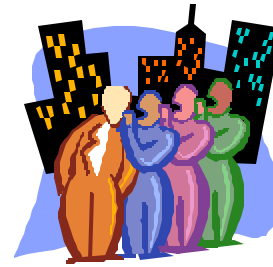
Best All-around Chili – Debbie Keith, Office of the Ombudsman

If you missed this event, you'll have other chances to join the fun and help the March of Dimes. On Wednesday of next week CFC will hold a Mexican Fiesta in the CHR Building Cafeteria. Watch your "Inbox" for an email containing all of the details.

In addition to the Fiesta, there will be cake walk and a silent auction. To donate a cake for the cake walk, contact Amanda Greer at 564-7736 or Bonnie Cox at 564-5028.

Let's all show our support for the March of Dimes and help raise money for healthier babies!

For more information on CFC's efforts in support of the March of Dimes, contact Michelle Harrod at 564-5497.



Let's Talk: What's In a Name?

Quality Central Connections (QCC) held Let's Talk sessions and asked for suggestions from staff to improve communication throughout the Cabinet for Families and Children. One of these suggestions was for Secretary Miller to provide periodic updates to staff.

Secretary Miller has agreed to do that. She will prepare an **agenda** and meet quarterly with staff. These updates will be held alternately in Quality Central and in the regions. Every other quarter, Secretary Miller will travel to a different region and meet with staff, then, open the floor for questions. She will do the same here in Quality Central. Minutes will be taken from each update and e-mailed to every CFC employee.

Sounds great doesn't it? There's just one problem – what should we call these updates? QCC would like your suggestions and are sponsoring a contest. (hmmm, **involving others in problem solving**, sound familiar?) A few examples are as follows: "Updates with Vi" or something in regards to a "Town Meeting or Town Forum." Get those creative juices flowing! This would be a good time to get with fellow employees and have a **brainstorming** session. QCC will award a prize to the winner(s)!

All suggestions should be e-mailed to Janet Connor at: jconnor@mail.state.ky.us no later than COB March 15th.